

Claim Accept/Reject Report Download Instructions

There are 2 steps you should follow.:

- Select communication from the drop down menu
- Select Submission
- Highlight the claim form (or forms) you would like to submit
- Submit

Once you receive a successful transmission:

- Deselect you claim form
- Select Claim Accept/Reject report from the files to receive column
- Submit

Once you receive a successful transmission:

- Select Communication the View Submit Report

What should you be looking for on this report?

- Date and Time of submission
- Claims received, rejected and accepted

If the received and accepted are the same, then all your claims made it to RI Medical Assistance successfully for processing. If the received and accepted are different, then there will be some claims that have been rejected. If you have any claims that are rejected they will be listed on this report, you can then correct them and resubmit them.

Please remember to perform the second step of this process, this will ensure that your claims will be processed.